

Associate Producer – NYC

Company Description

Education2020 helps school districts provide core and elective instruction in a virtual school setting for students in grades 6–12. Our courseware is aligned to state and national standards and has helped students recover and accrue credits for graduation and prepare for state, end-of-course, and key standardized tests since 1998.

With our web-based model, teacher-led video delivery, and proven instructional approach, e2020 offers some of the most engaging and individualized instruction of any virtual school solution available today. It combines best-practice pedagogy with next-generation technology that enables your school to customize content and settings while providing an opportunity for students to learn at their own pace and make meaningful academic gains.

Job Description

Education2020 is looking for a dedicated, hard-working, energetic person who can fill the role of Associate Producer with the Production team. The ideal candidate will be able to handle the following responsibilities and possess the following traits.

Responsibilities

Supports Education2020 producers and editors in the development of online curriculum for grades 6–12

Coordinates with producers, editors, and interactive developers to ensure that desired features and functions are well documented and clear

Procures and manages audio, video, and multi-media assets requested by course development specialists

Formats instructional presentations per the specifications in the e2020 guidelines for development

Collaborates with editors and producers in the development of processes and procedures designed to increase development throughput and improve product quality

Develops and understands full-scale project plans and associated communications documents

Tracks production needs across multiple projects

Plan and schedule project timelines and milestones using appropriate tools

Track project milestones and deliverables

Develop and deliver progress reports, proposals, requirements documentation, and presentations

Requirements

3–5 years of experience producing multimedia products in an educational environment

Familiarity with production processes

Knowledge and experience with software development, workflow management, and production processes

Experience with photo research and editing

Familiarity with audio and video production practices

Superior written/oral communication skills; an ability to present his/her views in a clear and compelling manner

Excellent interpersonal skills; able to mix easily and well with peers, subordinates and senior management

Strong familiarity with Microsoft Project software

Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

Must be able to learn, understand, and apply new technologies.

Equal Opportunity Employer, M/F/V/D, and a member of E-Verify